

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: August 7, 2018

Executive Department

Staffing

- Jensen Strategies, LLC is in the process of reviewing applications for the City Planner position. Mark Barnes is retiring in October.
- The Planning/Building Department Administrative Assistant position has been filled. Jill Janosec is scheduled to start on Monday, August 13th. Alisha Gregory will have a few weeks to train Jill before resigning September 7th to pursue her nursing career. Welcome Jill!

Elections

The November 6, 2018 election will be upon us before we know it and the City has 3 elected positions (Mayor and 2 Councilors) open. All 3 incumbents are eligible to run for a second term, but Councilor Vetter has indicated he will not be seeking a second term. Candidate hopefuls should contact the City Elections Officer (Colleen Riggs, riggs@ci.cannon-beach.or.us or 503 436 8052) to schedule a meeting to review the requirements and begin the process. Cannon Beach Charter requires candidates to obtain 50 valid signatures of eligible Cannon Beach voters, and otherwise follow the State guidelines to appear on the November ballot. Some pertinent dates to remember are:

- August 17, 2018** - Recommended date for candidates to submit their petition signature sheets (SEL 121) to the City Elections Official **BEFORE** the actual candidate filing deadline of August 28th, in order to allow sufficient time for County Elections Office to verify the signatures, and also to allow time for candidates to obtain more signatures if needed.
- August 28, 2018** - Last day for local (city) candidate to file declaration of candidacy (SEL 101) and candidate signature sheets (SEL 121) with City Elections Official for offices filled at general election.
- August 31, 2018** - Last day for city candidates to file withdrawal of candidacy. (SEL 150)
- September 6, 2016** - Last day for City Elections Officers to file with County Clerk statement of candidates and measures for placement on the ballot.
- September 10, 2018** - Last day for local candidate who files candidacy with County Clerk to file candidate statement for County Voters' Pamphlet with County Clerk's office.
- November 6, 2018** - **Election Day!**

Planning Department Report

Planning Commission: The Planning Commission met twice in July: July 5 and July 26. The July 5 meeting consisted of a work session with Dr Jonathan Allan of the Oregon Department of Geology & Mineral Industries to discuss the final version of his foredune management report. On the July 26

agenda were the following items:

- Foregone Management Plan update: The public hearing on this item was closed in May. The Planning Commission discussed the CREST report and some of the proposed comprehensive plan and ordinance changes; and directed staff to bring additional changes to the August 23 meeting for a possible vote.
- Tree removal ordinance amendments. The Planning Commission conducted a public hearing on proposed tree removal ordinance amendments, and directed staff to bring additional changes to the August 23 meeting for further consideration and a possible vote.

Design Review Board: The Design Review Board did not meet in July.

Building Permits: Staff processed a total of 23 building, mechanical and plumbing permits in June:

Permit Type	# of permits	Permit Fees	Value
Building	5	\$1,138	\$72,978
Mechanical	12	\$851	
Plumbing	6	\$816	
Monthly Total	23	\$2,804	

The building official spent approximately 15 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement.

Short-term Rentals: Staff continued to process short-term rental permits in June:

Program	Number of permits
14-day permit	117
Lifetime Unlimited permit	53
5-year Unlimited permit	34
Total permits	204
New short-term rentals this month	0
Pending short-term rentals	4
Five-year lottery draws this month	2
Short-term code enforcement actions this month	0

Other Planning/Building Matters:

- The South Wind Advisory Committee met 6/25 for their initial discussion of site plan and infrastructure planning for the City’s South Wind site. The committee next meets on 8/6. In addition to committee members and City staff, the meeting was also attended by Lisa Phipps of the Oregon Department of Land Conservation & Development, and Ken Shonkwiler of the Oregon Department of Transportation.
- The Columbia River Estuary Study Taskforce (CREST) governing body met on 6/28 and 7/26 for their monthly meeting, and to adopt their FY18-19 budget. Planning Director Mark Barnes attended on behalf of the City.

- Planning Department staff met (7/2) with short-term rental managers to discuss potential changes to the City's short-term rental ordinance, and recent changes to the transient room tax ordinance.
- The Ecola Creek Watershed Council met (7/16) for their regular every-other-month meeting. City Planner Mark Barnes, Public Works Director Karen LaBonte, and City Manager Bruce St Denis attended on behalf of the City.
- A total of seven applicants were interviewed for the Administrative Assistant position (7/19, 7/20, 7/23, and 7/24). Alisha Gregory is resigning the position effective 9/7 to further her education with the goal of becoming a registered nurse.
- Planning Director Mark Barnes met (7/25) with Oregon Department of Land Conservation & Development field representative Lisa Phips to discuss tsunami preparedness, foredune management, UGB expansion, and accessory dwelling units.

Public Works Department Report

Water/Wastewater

- All leaks of the total 20 identified through the Leak Detection Survey have been repaired. These repairs have resulted in approximately 101-138 gallons per minute (GPM) of recovered water.
- Construction on Ash Street Water Line has begun. Project completion is anticipated for the end of September.
- Public Works has a new employee in the Wastewater Department. Martin (Marty) Parsons who replaced Trevor Mount. His first day reporting to work was Monday, July 23rd.
- The Howell Springs produces, on average, 130 GPM during the summer. With an early spring this year both the overflow and drain lines pulled apart under the steep hillside. Thoreson Excavating brought in a large excavator and exposed what had failed. Proper material was brought in and thoroughly compacted for the new drain line and then the overflow. Thoreson's crew repaired the road and greatly improved the spring area including a trail to the spring overflow. The project completion was timely as hot valley weather hit and the added water was welcome.

Roads/Parks

- This time of year, the Parks department is focused on landscape maintenance and watering.
- The Parks and Community Services Committee is beginning the process to update the Ecola Creek Forest Reserve Management Plan. This is the first five-year plan update since the inception of the management plan.

Recycle

- Our recycle drop-off point is experiencing higher than usual drop-off volume this year, especially in cardboard and yard waste material.

Haystack Rock Awareness Program Report

General

- Annual totals (since 1/1/18):
 - **Total Revenue: \$26,301.35**



- HRAP Donations (including beach, wheelchairs and various programs): **\$10,066.37**
 - Raised/sent to for FOHR: **\$1,788.23**
 - HRAP Sales (Tours, Camps, Merchandise, Grants): **\$14,446.75**
- Direct visitor contacts: 58,000+
- Education Programs (field-trip, classroom, etc.): 62
- Number of volunteers: 134
- Bird Rescue: 4
- Beach wheelchair checkouts: 192
- Partnering events: 74
- HRAP Oregon SeaGrant intern, Dylan Rozansky, is currently completing his Human Dimensions project at the Rock, with over 130 surveys completed!
 - Dylan, a SeaGrant Scholar, will be collecting Human Dimensions data to be analyzed for use by the program.
- HRAP continues to partner with NAME, assisting with hosting the 2018 NAME conference to be held July 29th – August 2nd in Portland, OR.
- HRAP Director and Coordinators attended meetings for various partnering organizations including Wildlife Center of the North Coast, Oregon Ocean Policy Advisory Committee, Travel Oregon, Friends of Cape Falcon Marine Reserve, Lower Columbia Hispanic Council, and Northwest Aquatic and Marine Educators.
- Seasonal Interpretive staff have been working at full capacity, here are some of their notes from the past month:
 - July 3rd: *“One dead auklet found in high tide line. broken murre egg on north side, broken seagull egg in high tide line. One adult bald eagle foreray, one foreray by a peregrine falcon. Eagle captured a murre. cormorants, puffins, murrees, guillemot’s, seagulls, harlequin ducks throughout refuge. Two adult oystercatchers running around and feeding two chicks throughout saddle. Three seagull chicks on north side of saddle. Sea stars present on north and south side of haystack rock. cormorants still building nests.”*
 - July 18th: *“Lots of PEFA activity, while BLOY were spotted twice, once in flight and once in the saddle. One BAEA visited the rock, taking a puffin (!!). Barnacle dorid eggs, plus over 100 babies and adults in the center. 2 gull chicks where BLOY nest was. A visitor informed us that a sea lion was beached at Hug Point, molting (the Seaside Aquarium was notified).”*

Education & Volunteers

- Education:
 - Sea Star Day Camp: The as very successful with 13 new campers from around Clatsop County and Portland! They immersed themselves for 5 days walking from the estuary, to Haystack Rock and the Reserve logging in over 4 miles each day. Learning all about our incredible ecosystem.
 - Advanced Puffin Day Camp: Our group of dedicated eco-kids was smaller and enabled us to travel offsite learning about the advantages/disadvantages of Aquarium life, Oysters and their role in the ecosystem, volunteering at HR and finally off to Cape Disappointment to learn about seabirds and the coastline habitat.
 - Busy with private tours – 5 tours total for July, educating 58 people and a revenue of \$1100.00
- Volunteer:

- We are building up our group of junior volunteers and families that are here for voluntourism.
- Revamped the volunteer newsletter.

Outreach

- Tabled Oregon Coast Aquarium – 7/25.
- Event at labor temple Trash Talk – 7/26.
- CCC GED presentation of Trash Talk.
- Rising Stars Marine Debris Education Presentation.
- Invited to host TT Event for Voca Camp.
- Tipsy painting with Marine Debris scheduled for WineKraft.
- Block Party on July 14th had excellent turnout and we raised over \$800!
- Beached Bird Survey produced an alarming number of Rhino Auklets.
- Gave Professional Development presentation for Clatsop Works on 7/18
- Interview with Environment Oregon.
- Marine Debris Survey and Interview with OPB.
- Reached out to Lum's for support during 50/50/50.
- NW by NW Gallery to donate portion of Bronze puffin statues to HRAP.
- More product ordered by Unfurl. Delivered and Paid.
- Received support from Cannon Beach Vacation Rentals.
- Asked to join Parks Committee.

Communication

- Citizen Science:
 - 13 out of 17 nests left in Cormorant Seabird Monitoring plot.
 - All nests have chicks ranging in size from small to medium.
 - Seastar survey counted 364 sea stars with 22% wasting.
 - BLOY chicks appear to be a nesting loss.
 - Found 11 dead birds during the monthly COASST bird survey, 3 of which were rhinoceros auklets.
- Materials:
 - Updated and replaced worn/outdated beach signs.
 - Fire safety sign.
- Online:
 - Added new jewelry to square site, updated staff and citizen science pages.
 - Updating website: Adding Trash Talk, Reviewing pages.
- Merchandise/Products:
 - Designed/ordered new stickers (program, 50/50/50, stewardship).
 - Ordered new team shirts, and new shirts for donation gifts.

Beach Wheelchairs and Bilingual Interpretations – Inclusivity

- The beach wheelchair program has had 192 reservations for beach wheelchairs since October 5, 2017, including multiple reservations where party uses chair for a few days in a row.
- Wheelchairs program has earned approximately \$2300 in donations, not including initial of \$6500.
- Translated over a dozen of the beach signs used by the HRAP interpreters.

- Andrea has served as the bilingual interpreter on the beach, connecting with several Spanish-only speaking groups and educating them about the tidepools and marine life.
- The Cannon Beach Chamber is currently aiding the City in raising funds for an additional wheelchair.
- Wheelchairs has gotten a lot of feedback about adding a third chair to the program, with over a dozen mentions when physically given a donation.

Public Safety Report – June 2018

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	5
Lifeguards	10	10
Reserve Officers		0

	June 2018	June 2017
<u>Station Activity:</u>		
CBPD Walk-in	300	275
CBPD Incoming Phone	464	525
SPD Dispatched Calls	67	60
Overnight Camping Warnings	121	88
Local Security Checks	2643	1809
Traffic Warnings	59	166
Traffic Citations	18	32
DUII Arrests	0	2
Alarm Responses	8	13
Other Agency Assists	40	41
Citizen Assists	39	55
<u>Total Case File Reports</u>	334	273

Cases of Significance:

Fraudulent Use of a Credit Card:	1 Case
Eluding/ Attempt to Elude:	2 Cases
Fugitive Arrest:	4 Cases
Theft II:	1 Case
Theft III:	1 Case
False Info to Police Officer:	1 Case
Fail to Obey Police Officer:	1 Case
Hit and Run/ Fail to Perform Duties of a Driver:	5 Cases

Traffic Citations:

Driving with a Suspended License:	3 Citations
Violation of Basic Rule	4 Citations (77/55, 86/55, 74/55, 79/55)
Unsafe Passing on the Left:	1 Citation
Careless Driving:	2 Citations
Fail to Obey Traffic Control Device	1 Citation
Use Mobile Comm. While Driving:	1 Citation
Reckless Driving:	1 Citation
Reckless Endangering:	1 Citation

Code Enforcement Activities: During this period, 11 alleged municipal code violations were addressed and resolved or pending resolution.